

CHAPTER 10-13-05

DISSEMINATING CRIMINAL HISTORY RECORD INFORMATION

Section

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10-13-05-01. Criminal justice agency response to dissemination requests. Criminal justice agencies receiving requests for criminal history record information from noncriminal justice sources shall refer those requests to the bureau by providing the requestor with a request form supplied by the bureau.

History: Effective November 1, 1987.

General Authority: NDCC 12-60-16.3

Law Implemented: NDCC 12-60-16.3

10-13-05-02. Bureau handling of dissemination requests. The bureau shall provide forms and establish procedures for noncriminal justice entities to acquire criminal history record information and shall make those procedures known to inquiring agencies. Request forms will be provided through criminal justice agencies and directly to noncriminal justice entities upon request.

History: Effective November 1, 1987.

General Authority: NDCC 12-60-16.3

Law Implemented: NDCC 12-60-16.3

10-13-05-03. Fee for record check. Requests from noncriminal justice agencies for record checks must be accompanied by a check, money order, cash, or government purchase order in the amount of twenty dollars to cover the authorized fee. Checks, money orders, or purchase orders should be made payable to the "Attorney General's Office". Any request not accompanied by the twenty dollar fee will be returned to the requesting party unprocessed. A receipt for payment of the fee will be returned to the requesting party.

History: Effective November 1, 1987.

General Authority: NDCC 12-60-16.3

Law Implemented: NDCC 12-60-16.3

10-13-05-04. Dissemination log. The bureau shall maintain a transaction log of all requests for criminal history record checks, and in those cases where criminal history record information is released, the details of the release must be recorded. In those cases where dissemination is prohibited, in accordance with North Dakota Century Code section 12-60-16.7, the reason for not disseminating

must be recorded. Such dissemination log must be retained by the recording agency for a minimum of three years.

History: Effective November 1, 1987.

General Authority: NDCC 12-60-16.3

Law Implemented: NDCC 12-60-16.3